

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES
January 17, 2019

HUMAN RESOURCES MEMORANDUM 2-19

TO: All Agency/Department Heads and Human Resource Representatives

SUBJECT: 2019 and 2020 Holiday Schedules For State Agency Employees Not Covered By A Collective Bargaining Agreement

The Holiday Schedule is issued under the provisions of Chapter 11 of the *State of Maine Civil Service Rules* and the *Benefits Package for Confidential Employees*.

<u>HOLIDAY</u>	<u>DAY, DATE OBSERVED</u>	<u>DAY, DATE OBSERVED</u>
New Year's Day	Tuesday, January 1, 2019	Wednesday, January 1, 2020
Martin Luther King, Jr. Day	Monday, January 21, 2019	Monday, January 20, 2020
Washington's Birthday (President's Day)	Monday, February 18, 2019	Monday, February 17, 2020
Patriot's Day	Monday, April 15, 2019	Monday, April 20, 2020
Memorial Day	Monday, May 27, 2019	Monday, May 25, 2020
Independence Day	Thursday, July 4, 2019	Friday, July 3, 2020*
Labor Day	Monday, September 2, 2019	Monday, September 7, 2020
Columbus Day	Monday, October 14, 2019	Monday, October 12, 2020
Veterans' Day	Monday, November 11, 2019	Wednesday, November 11, 2020
Thanksgiving Day	Thursday, November 28, 2019	Thursday, November 26, 2020
Thanksgiving Friday	Friday, November 29, 2019	Friday, November 27, 2020
Christmas Day	Wednesday, December 25, 2019	Friday, December 25, 2020

To be eligible for holiday pay, the employee must be in pay status on the normal workday immediately preceding and the normal workday immediately following the day and date on which the holiday is observed.

An employee who is required to work on any of these days will be granted compensatory time off at the mutual convenience of the employer and employee. If the holiday falls on a normal day off, an alternative compensatory day will be granted. Cash payments shall be made only in the instance of departmental policy established in conformance with Chapter 11, Section 1, of *State of Maine Civil Service Rules*.

*For Maine State Government, holidays that fall on Saturday are observed on the preceding Friday; holidays that fall on Sunday are observed on the following Monday. For calendar year 2019, no holidays fall on Saturday or Sunday. For calendar year 2020, Independence Day (July 4) falls on Saturday and will be observed on Friday, July 3, 2020.

S/ Holly Pomelow

Holly Pomelow, Acting Director, Bureau of Human Resources